



RAILTOWN 1897

State Historic Park
Jamestown, California

RAILTOWN STATE HISTORIC PARK

Railtown Train Crew Training Program

A. GENERAL: This policy document describes the process for training and advancing Park volunteers into and through the *Railtown Train Crew Training Program*. This Program is administered by the *Qualifications Review Board (QRB)*, comprised of the Park Superintendent, the Manager of Operations and the Chief Mechanical Officer (CMO). Entry into and advancement through this Program is subject on the Park's needs and objectives. A Candidate's application to enter the Program is subject to QRB review and approval based on the individual's demonstrated capabilities, commitment, and contribution to Railtown's mission and objectives. The QRB also reviews and approves a Candidate's advancement based on the criteria identified for each level of the Program. Except as delegated elsewhere, the QRB also evaluates a Candidates' performance at each program level and approves advancement to each subsequent level. Volunteers may seek to attain any level of the program desired; advancement is not compulsory. The Program consists of these levels:

- **ENTRY LEVEL:** Fire Chase, Car Host, Mechanic's Helper or Park Projects Assistant.
- **LEVEL TWO:** Conductor
- **LEVEL THREE:** Hostler/Fireman
- **LEVEL FOUR:** Locomotive Engineer

The positions of CONDUCTOR, HOSTLER, FIREMAN and LOCOMOTIVE ENGINEER are subdivided into two classifications: STUDENT and QUALIFIED. Satisfaction of each level's minimum requirements is required prior to consideration for advancement to the next level.

B. BASIC QUALIFICATIONS: Candidates must be at least 18 yrs. of age and submit a written application to the QRB to be considered for entry the Program. In addition, Candidates must meet the minimum qualifications specific to each position sought, be able to pass medical exams and drug screening, where required, and be capable of performing the minimum physical requirements for each position sought.

C. ENTRY LEVEL: Candidates must demonstrate a commitment to the mission, goals & objectives of Railtown State Park. Candidates must perform a minimum of **84** hours serving in one or more of the following positions (see separate duty statements for each position):

- a) Fire Chase – Motor car right-of-way patrol performing fire monitoring and prevention duties.
- b) Car Host – On-board hosts providing for visitors' safety and enhancing their experience through interpretive narration.
- c) Mechanic's Helper – Working on locomotives, cars or non-railroad equipment under the supervision and guidance of the Chief Mechanical Officer.
- d) Park Projects Assistant – Providing skilled labor, management or other expertise on programmed infrastructure maintenance, improvement or restoration projects under the direction of a designated Project Manager or the Park Superintendent.

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Entry-level service positions will be offered based on the Park's current needs and a Candidate's specific skills and/or previous experience. Vacancies or opportunities for advancement may not always be available in a specific area. Alternate entry-level service options may be offered to a Candidate subject to the review of the QRB and approval by the Park Superintendent.

D. GENERAL CODE of OPERATING RULES QUALIFICATION: Current qualification on the *General Code of Operating Rules (GCOR)* is required prior to an individual seeking advancement to Levels Two through Four:

- a) Initial Qualification: 16 hours classroom training and passing a proctored written examination.
- b) Maintaining Qualification: Eight hours of classroom training not less than every 24 months, and passing a proctored written examination not less than once every 12 months.

Upon review, the QRB may elect to accept a Candidate's current GCOR qualification by a Class 1, Class 2 or Class 3 railroad or other credible organization in lieu of training. Documentation of this qualification must be retained in the Candidate's file.

E. LEVEL TWO:

- a) **Conductor:** Prerequisite: *General Code of Operating Rules* qualification, successful completion of all ENTRY LEVEL requirements and QRB approval. Student Conductor training consists of a minimum of **16** hours classroom and workshop instruction on:

- Personal, train crew & passenger safety
- FRA Regulations: Drug & Alcohol (219); Hours of Service (228); Power Brake (232);
- Timetable/Special Instructions
- Basic Air Brake including:
 - *Air brake principles*
 - *Brake pipe connections*
 - *Air brake inspections & tests*
 - *Use of retainers*
 - *Use of tail hose*
- Handling switches
- Equipment inspections
- Getting on & off equipment
- Making up trains & cutting cars
- Guiding train movements
- Emergency procedures
- Guest relations & management
- Crew resource management & supervision

A Student Conductor must successfully complete the above training requirements, work a minimum of 10 student shifts in train service under the supervision of a Qualified Conductor, pass a written examination and demonstrate proficiency before applying to the QRB for promotion to Qualified Conductor. Upon verification of the above requirements, the QRB may approve a Candidate's application for promotion based upon demonstrated proficiency and crew staffing needs.

F. LEVEL THREE:

- a) **Hostler:** Prerequisite to start training: Conductor qualification and approval from the CMO. Candidates should also meet the minimum FRA requirements necessary to become certified as a Student Engineer. Under the general oversight of the CMO, Student Hostlers must complete the following in order to become a Qualified Hostler:

- Minimum of 8 student shifts hands-on training assisting a Qualified Hostler prepare locomotives for service.
- Demonstrate proficiency to the CMO.

The CMO will verify successful completion of the above requirements and may, at his/her sole discretion, qualify the Candidate as a Hostler. At the CMO's recommendation, the QRB may issue a conditional FRA Student Engineer's certificate to a Qualified Hostler for the purpose of permitting the Hostler to move locomotives in and around the yard and shop under a Locomotive Engineer's direct supervision.

- b) **Locomotive Fireman:** At the request of a Qualified Hostler, the CMO may recommend a Candidate to the QRB for advancement to Student Fireman. Upon review, the QRB may approve a Candidate's application for Student Fireman based upon proficiency and crew staffing needs. Prerequisite: Hostler and Conductor qualifications. Student must successfully complete the following before being eligible to qualify as a Fireman:

- Workshop study and on *Basic Management of Oil-Fired Steam Locomotives*.
- Pass a written exam on the subjects.
- A minimum of 10 student shifts hands-on training on steam locomotives under the direct supervision of a Qualified Fireman.
- Demonstrate proficiency to the CMO.
- Work at least 84 volunteer hours in some combination of duties as a Qualified Conductor and Hostler, with not less than 16 hours in either position. Student time in any position does not count towards total. However, hours spent working on shop projects under the direction and supervision of the CMO may be credited as Hostling hours.

Upon successful completion of the above, the CMO may endorse a Candidate for promotion to Locomotive Fireman. Upon verification of the requirements, the QRB may approve a Candidate's application for promotion based upon proficiency and crew staffing needs.

G. LEVEL FOUR

- a) **Student Engineer:** The CMO may recommend a Qualified Fireman to the QRB for advancement to Student Engineer provided the Candidate:

- Meets FRA Part 240 eligibility requirements for Train Service Engineer Certification;
- Has completed a minimum of 12 full shifts as a Qualified Fireman;
- Has completed a minimum of 32 study hours and passed written examinations on:
 - FRA Part 240 locomotive engineer certification regulations;
 - *Advanced Locomotive Management*;
 - *Air Brake & Train Handling*.

Locomotive Engineer: Upon successful completion of a minimum of 80 training hours operating and managing a steam locomotive under the direct supervision of a Qualified Locomotive Engineer, and demonstrated proficiency in safe and efficient locomotive and train

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handling, the CMO and DSLE may jointly recommend a Student Engineer to the QRB for promotion to Locomotive Engineer. Upon verifying successful completion of the above the requirements, the QRB may approve a Candidate's application for promotion based upon demonstrated proficiency and crew staffing needs.

H. RE-ENTRY PROVISIONS for INDIVIDUALS with PREVIOUS EXPERIENCE & QUALIFICATIONS: A volunteer previously qualified to operate at Railtown or an individual with credible steam locomotive and/or railroad experience may apply to the QRB for accelerated advancement through the Train Crew Program provided the following conditions are met:

- Applicant is currently accepted into the *Railtown State Historic Park Volunteer Program*.
- Applicant successfully qualifies on the Railtown GENERAL CODE of OPERATING RULES and applicable Timetable/Special Instructions.

If it determines the applicant's previous experience, qualifications, skills, proficiency and certifications so warrant, and the applicant passes the written examinations and demonstrates proficiency for the LEVEL TWO requirements and for each subsequent level sought, the QRB may waive or modify any other Program requirements as it deems appropriate.

As adopted by the Railtown Railroad Operations Management Group on June 22, 2009.